

**JURISDICTION ONLINE PROCEDURE/INSTRUCTION FOR VIRGINIA
AUTHORIZATION
NO. 003**

August 19, 2004

**SUBJECT: Instructions for Handling Electronic Reports in Virginia
(Paragraphs G – K)**

During the last year we have accumulated various instructions to different companies. Following are the consolidated instructions, suggestions, and comments:

G. Early Inspection

Add the statement "Early inspection at request of customer" in Inspection Comment in all cases that a Certificate inspection is made three (3) months or more prior to the Certificate expiration date.

H. Communications

Some Inspectors are very slow to respond to telephone/e-mail/electronic requests for missing/incomplete information from the Boiler staff. Late or no responses stop processing of reports and needlessly delay the issuing of Invoices and/or Certificates.

I. TYPE of Object

Use the best description for TYPE of Object listed on the drop down menu particularly on renewals. TYPE of Object appears on the Certificate. A complete, accurate description will help the Inspector find the Object on a late visit. If you use "Other" or "Unfired Pressure Vessel" as the TYPE of Object add a specific description of the Object's use/application under Object Comment.

J. Invoicing

To help us assure Invoices are mailed to the correct person:

- a. Check that the Location address is correct.
- b. Be sure to include Contact person and Telephone number in the Edit Location screen.
- c. Verify the choice of contacts for mailing Invoices and Certificates each year.

K. Extensions

A Non-Certificate External inspection of the object whose Certificate is about to expire is needed before an extension can be granted.

Inspection Comment - Add a statement that inspection is for an extension request and the Inspector's concurrence for an extension.